

**BY ORDER OF THE COMMANDER
OFFUTT AIR FORCE BASE**

**OFFUTT AIR FORCE BASE INSTRUCTION
23-101**



5 DECEMBER 2013

Material Management

***PRECIOUS METALS
RECOVERY PROGRAM (PMRP)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for download or ordering on the e-Publishing website at www.e-Publishing.af.mil

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OPR: 55 LRS/LGRMS

Certified by: 55 WG/CC
(Col Charles D. Kuhl)

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This instruction outlines responsibilities and procedures to provide base-level guidance for AFI 23-101, *Material Management*, for Precious Metals Recovery Program (PMRP). This instruction is applicable to all Offutt AFB organizations including tenants where precious metals are used or recovered. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate through the 55 CS/SCXKP, 201 Lincoln Highway, Suite 206, Bldg 41, Offutt Air Force Base, Nebraska, 68113.

Chapter 1

PROGRAM OVERVIEW AND OTHER COMPLIANCE AREAS

1.1. Unit commanders with shops where precious metals are used or recovered will: appoint, in writing, a primary and alternate PMRP monitor and forward to 55 LRS/LGRMS. This letter will contain the name, phone number, location (building and room number) and type of precious metals used by their organization. This letter will also contain the type of recovery equipment, any scrap precious metals generated, and the kind of fine precious metals and high-precious-metals-content items used.

1.2. The 55 LRS PMRP manager: will conduct initial PMRP training for all newly-assigned unit PMRP monitors. Newly-assigned monitors will contact 55 LRS/LGRMS to schedule training.

1.3. Unit PMRP monitors: will: maintain a PMRP continuity book as prescribed in attachment 2, conduct self-inspections every 6 months using the checklist provided in attachment 1 and maintain completed checklists for 2 years.

1.4. . PMRP monitors and/or bench stock monitors will: review the Master Bench Stock Listing (SO4) during quarterly inspections to ascertain that all bins and bin labels that contain precious metals are clearly color-coded with “blue” markings.

1.5. Issues from bench stock: should be a one-for-one exchange whenever possible. Each unit should have written procedures in place to ensure the return of the unserviceable or replaced asset containing precious metals.

1.6. Using organizations will: turn in all recovered precious metal assets to DLA Disposition Services at least every 6 months. If no precious metals have been accumulated during the 6-month period, annotate this in the PMRP continuity book.

1.7. All precious metals maintained and awaiting transfer to DLA Disposition Services: shall be safeguarded utilizing lock boxes, secure cabinets or vaults. Access shall be limited to PMRP monitors. Key log procedures are to be utilized to document access to precious metals assets.

1.8. To prevent pilferage of PMRP assets: , units must safeguard precious-metal-bearing materiel according to bench stock storage procedures.

GREGORY M. GUILLOT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-101, *Air Force Material Management*, 8 August 2013

AFMAN 33-363, *Management of Records*, 10 May 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1348-1, *Single Line Item Release/Receipt Document*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

DLA—Defense Logistics Agency

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

S04—Master Bench Stock Listing

Attachment 3**PRMRP CONTINUITY BOOK****A3.1. TAB A: APPOINTMENT LETTERS**

A3.1.1. Copy of letter appointing the Unit PMRP monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, and TYPE OF PRECIOUS METALS

A3.1.2. Copy of appointment letter naming all individual(s) other than the primary or alternate authorized to receipt for, issue and turn-in precious metals and precious metals bearing items.

A3.1.3. Copy of letter authorizing individual(s) to harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges (as applicable).

A3.1.4. Copy of letter appointing an individual(s) not involved in the PMRP to witness the harvesting and the cartridge removal and to certify weight, (as applicable).

A3.2. TAB B: PUBLICATIONS

A3.2.1. Current copy of AFI 23-101, CH6, Sect 6.3.3 and OAFBI 23-101.

A3.3. TAB C: DD FORM 1348-1A

A3.3.1. Organizations are responsible for preparing a DD Form 1348-1 or DD Form 1348-1A, "Single Line Item Release/Receipt Document" when turning in precious metals or precious metals bearing material to DRMS. All turn-in transactions will be off-line (not processed through the ESS) using a DD Form 1348-1 or DD Form 1348-1A. These forms will be hand scribed or typed (preferably typed). Distribution of DD Forms 1348-1 or DD Form 1348-1A will be: Copy 1 is turned in with the property, copy 2 is retained by the PMRP monitor and filed in TAB "C" and maintained for a 2 year period for audit purposes.

A3.4. TAB D: REPORTS/SELF-INSPECTION CHECKLIST

A3.4.1. Copies of completed self-inspection checklist.

A3.4.2. Copy of the most recent PMRP Visit Report surveillance

A3.5. TAB E: MISCELLANEOUS INFORMATION**A3.6. TAB F: EQUIPMENT/MONTHLY TESTING (if applicable)**

A3.6.1. List all precious metals recovery equipment assigned; include serial number(s) of equipment.

A3.6.2. Documentation of the monthly testing of the hypo/solution discharge from the silver recovery units.